

CALIFORNIA **STATE AUDITOR**



CLARIFY ISSUES. FORMULATE SOLUTIONS.
POSITIVELY IMPACT CALIFORNIANS.

OUR MISSION

The California State Auditor promotes the efficient and effective management of public funds and programs by providing citizens and the State independent, objective, accurate, and timely evaluations of state and local government activities.

CAREER OPPORTUNITY

CHIEF LEGAL COUNSEL



auditor.ca.gov



WHO WE ARE

The California State Auditor is the State's independent and nonpartisan auditing and investigative arm, serving the California State Legislature and the public. For nearly 60 years, the office has served California by auditing and reviewing state, local, or publicly created agency performance and operations; identifying wrongdoing or mismanagement; and providing insight on issues. Our audits result in truthful, balanced, and unbiased information that clarifies issues and brings more accountability to government programs. We pride ourselves on proposing innovative solutions to problems identified by our audits so that state agencies can better serve Californians. Each year our recommendations result in meaningful change to government, saving taxpayers millions of dollars.

THE POSITION

Reporting directly to the State Auditor, the Chief Legal Counsel serves as chief legal advisor providing legal advice and counsel on all legal matters involving the office. The Chief Legal Counsel manages the office's legal function utilizing a team of attorneys and administrative staff. This position also provides executive level oversight for the Investigations Division which is responsible for implementing the California Whistleblower Protection Act.

THE IDEAL CANDIDATE

The Chief Legal Counsel is a strong generalist legal professional who is well-versed in public law with deep experience in advisory work in a public agency. He/she is energetic, self-motivated, dependable, and highly ethical with a proven track record for providing sound and practical legal advice on a wide range of public law topics. The ideal candidate will have exceptionally strong interpersonal and communication skills with an engaging personal style combined with a strong commitment to working as part of a collaborative team. A superior level of legal skill, political acumen, independent judgment and an appreciation for the variety of work conducted by the California State Auditor is critical for this position.

Candidates should possess a thorough knowledge of California law, particularly as it applies to state fiscal, personnel, and administrative practices and the various laws related to public employment in California.

Candidates must be active members in good standing in the State Bar of California.

COMPENSATION/BENEFITS

The annual salary range for the Chief Legal Counsel is \$119,736–\$172,908. Placement within the range will be dependent on the qualifications of the successful candidate. Features of the comprehensive benefit package include:

- Retirement (defined benefit plan), as well as 401(k) and 457 deferred compensation plans
- Health, dental, and vision coverage
- Basic group life insurance
- Annual Leave Program
- Pre-tax parking

For more details about employee benefits, visit the California Department of Human Resources ([CalHR](#)).





APPLICATION PROCESS

If you are interested in this exciting opportunity, please submit a state application ([Std. 678](#)) and a statement of qualifications (SOQ) with specific information on how your background, knowledge, skills, and abilities meet the desirable qualifications.

DESIRABLE QUALIFICATIONS

The SOQ must specifically address, in numerical order, the desirable qualifications listed below. Failure to follow this format may result in disqualification.

- 1 Ability to analyze legal principles and precedents and apply them to complex legal and administrative problems.
- 2 Planning, organizing, directing, coordinating, and reviewing the work of legal and non-legal staff.
- 3 Acting as a legal advisor to executive management on complex and sensitive matters.
- 4 Experience consulting and working cooperatively with legislators, legislative staff, and staff of other state and public entities.
- 5 Experience reviewing pending legislation and implementing initiatives using a thorough knowledge of the organization and functions of California State Government.
- 6 Demonstrates a high degree of integrity and confidentiality on sensitive issues and uses sound judgment in decision making.
- 7 Knowledge of the mission, goals, and functions of the California State Auditor.
- 8 Knowledge of public law, including administrative law and procedure, the California Public Records Act, public contracting law, laws related to information technology security and information privacy, and familiarity with government auditing standards.
- 9 Knowledge of the California Whistleblower Protection Act, state law relating to improper governmental activities, general laws and regulations related to state fiscal, personnel, and administrative practices, and the various laws related to public employment in California.
- 10 Knowledge of the California legislative and budgetary processes, state agencies, and other governmental entities.

- 11 Ability to communicate effectively with others as demonstrated by strong written and verbal communication skills, strong negotiating skills, and the ability to represent the California State Auditor effectively both internally, before the Legislature, and with the public.
- 12 Ability to manage competing priorities and ability to negotiate difficult situations with diplomacy and tact.

NOTE: The Chief Legal Counsel is a Career Executive Assignment (CEA) position. Submission of the application package is considered to be the CEA examination which will be scored by a screening committee. You can view the official examination announcement on our [website](#).

APPLICATIONS MUST BE SUBMITTED BY

May 9, 2016

California State Auditor
Human Resources Office
621 Capitol Mall, Ste 1200
Sacramento, CA 95814

CONTACT INFORMATION

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California Relay Service:
1-800-735-2929 (TTY)
1-800-735-2922 (Voice)

The State of California is an equal opportunity employer that actively pursues and hires a diverse workforce. All qualified applicants will receive consideration for employment without regard to age, ancestry, color, disability (mental or physical), gender identity or expression, genetic information, marital status, medical condition, military veteran status, national origin, political affiliation, pregnancy, race, religion or creed, sex, sexual orientation, or any other factor that is not related to the job.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

